DOCUMENT NUMBER: SEMC-SECURITY-P04 RE	EFFECTIVE DATE: 15.08.2019
TITLE: GUARD DOG AND DOG HANDLER OPERATION	APPROVED BY:
REVISION NUMBER: 00	

OBJECTIVE	To establish a proper guideline on guard dog operation and management
SCOPE	The scope of the procedure include: 1) Guard dog and dog handler scope of work
DEFINITION	SO – Security Officer
REFERENCE	Letter of Award with guard dog service provider
RECORD	1. Incident Report

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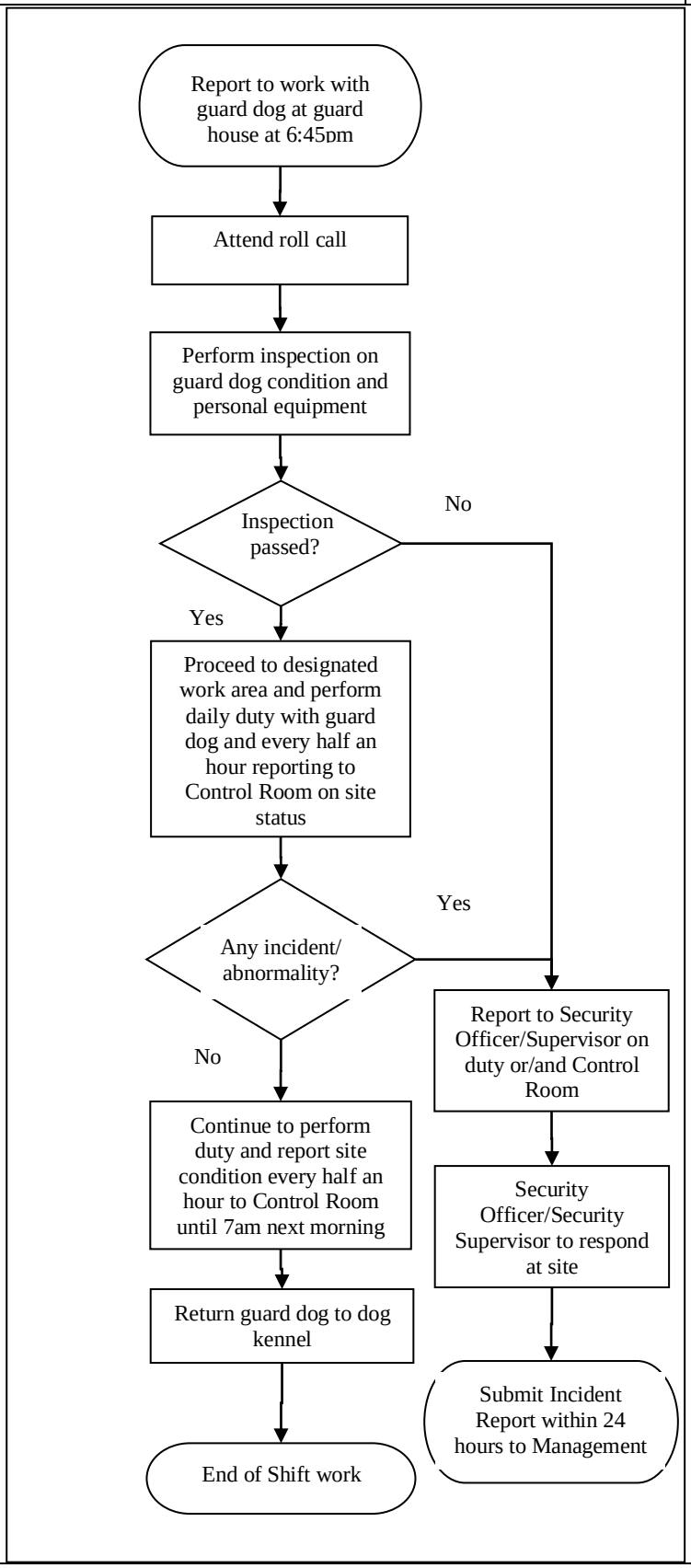
RESPONSIBILITY	PROCESS FLOW	DETAILS


Dog Handler
Report to work with guard dog at guard house at 6:45pm
Dog Handler
Attend roll call
Dog Handler
Perform inspection on guard dog condition and personal equipment
Dog Handler
Inspection passed?
No
Yes
Dog Handler
Proceed to designated work area and perform daily duty with guard dog and every half an hour reporting to Control Room on site status
Dog Handler
Any incident/ abnormality?
Yes
Dog Handler
Report to Security Officer/Supervisor on duty or/and Control Room
No
Dog Handler
Continue to perform duty and report site condition every half an hour to Control Room until 7am next morning
Security Officer / Security Supervisor
Security Officer/Security Supervisor to respond at site
Dog Handler
Return guard dog to dog kennel
Security Officer / Security Supervisor
Submit Incident Report within 24 hours to Management
End of Shift work

Scope of duty:

- Patrolling at residential are, pond area and along perimeter fence
- To ensure guard dog must put on muzzle and be leashed while performing duty
- Responsible to maintain good condition of dog kennel
- To feed the dog daily

Inspect on guard dog condition:

1. Body condition (head, eye, ear, nose, neck, body, legs)
2. Dog walking condition
3. Muzzle
4. Leash

Personal equipment:

1. Torch light
2. Walkie-Talkie

Designated Work Area:

Duta 1 – phase 7, residential area, pond area and along perimeter fence
Duta 2 – guard house, phase 8 main road 21E, phase 9 pond area and along perimeter fence
Tropika 1 – phase 12, construction and along perimeter fence
Tropika 2 – guard house, phase 10 residential areas, pond area and along perimeter fence

Static Area:

Duta 1 – Gazebo at Garden of 8 Fountain, Ph 7
Duta 2 – Gazebo at Northern Meadow, Ph 9
Tropika 1 – Gazebo at Phase 12
Tropika 2 – Gazebo at Hinterland Creek, Ph 10

To report incident by:

1. Walkie-talkie to Control Room and/or Security Officer on duty

The latest reporting time by dog handler shall be before end of shift work. Immediate reporting is a must for serious or urgent cases such as accident, intrusion, drowning, fire, fighting, dog attack, suspicious movements etc.